Council/Agency Meeting Held:				
Deferred/Continued to:				
☐ Approved ☐ Cor	ditionally Approved	☐ Denied	City Clerk's Signa	ature
Council Meeting Da	ate: 8/20	/2007	Department ID Number:	CK 07-07

CITY OF HUNTINGTON BEACH REQUEST FOR COUNCIL ACTION

SUBMITTED TO:

HONORABLE MAYOR AND CITY COUNCIL

SUBMITTED BY:

CITY COUNCILMEMBERS JILL HARDY AND JOE CARCHIO,

LIAISONS TO THE HISTORIC BOARD, AND CITY CLERK

JOAN L. FLYNN

PREPARED BY:

JOAN L. FLYNN, CITY CLERK

SUBJECT:

APPOINT NEW CITY HISTORIAN AND CITY ARCHIVIST TO

CONDUCT AND SUPPORT RESEARCH, STORAGE AND

REPRODUCTION OF HISTORICAL RECORDS

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)

Statement of Issue: On July 2, 2007, the City Council authorized the solicitation of a new City Historian as a non-paid, voluntary position for a four-year term, renewable by the City Council. The former City Historian, Alicia Wentworth, was appointed by the City Council in 1989 and served until 2006. The primary efforts of the City Historian are to research, store and reproduce historical records.

<u>Funding Source</u>: Personnel expenses are not required since the position is a non-paid, voluntary position. Operating funds of \$5,000 were budgeted in the City Clerk's FY 2007-08 Budget, identified as Account No. 10010101.69300. The funds were identified to help defray the initial costs for proper storage and/or optical imaging of historical photographs and documents.

Recommended Action: Motion to:

- 1) Appoint Jerry Person as City Historian for a 4-year term, commencing August 20, 2007 to August 20, 2011; and
- Appoint Joel Watkins as City Archivist for a 4-year term, commencing August 20, 2007 to August 20, 2011; and
- Direct the City Attorney to draft a resolution to formally establish the Council-appointed position of City Historian and City Archivist and establish protocol for the replacement/appointment of future historians and archivists, and authorize the City Clerk to administer funds annually to support the research efforts of the City Historian and City Archivist to store and reproduce historical records.

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Alternative Action(s): Deny motions listed above and direct staff accordingly.

Analysis: At the City Council meeting of January 2, 1968, the Council directed the City Attorney to prepare a resolution establishing the position of City Historian and the appointment of Delbert G. (Bud) Higgins (retired Fire Chief) to the position, along with providing the Historian access to City records and establishing annual funding in the amount of \$500 for research purposes, to be administered by the City Administrator. Our research of legislative history indicates that this Council-directed action never occurred. Staff requests that Council re-issue the 1968 direction to the City Attorney with appropriate revisions to allow the position to function in an organization that has evolved over the past 39 years since the initial request was made.

At the City Council meeting of February 6, 1989, Mayor Wes Bannister appointed retired City Clerk Alicia Wentworth as City Historian. Over the last 17 ½ years Ms. Wentworth had spent valuable time collecting historical data, publishing chronicles and educating the public on the City's rich history and interesting timeline of development. Unfortunately, with the recent passing of Ms. Wentworth, the position is vacant.

The City Clerk's Office currently assists the City Historian volunteers by providing use of office space and housing for historical documents and photographs. One of the City Clerk's Departmental Goals for FY 2006-07 was to increase involvement with the City Historian by providing financial assistance for research, document preservation and indexing and digitizing of historical photos. To enable this to take place, the City Clerk has budgeted funds to purchase adequate/specialized storage for the photos and to begin the imaging process which will allow easier access to the photographs. Currently, individuals check out the original photographs and return same when they have made copies. The new procedure would allow individuals access to the photos through the internet, and the originals would remain safe in the vault.

An ad for the City Historian was published in *The Independent* newspaper for four consecutive weeks. An Opportunity Notice and Application were posted on the City's website, at City Hall's Boards and Commissions' Bulletin Board and the City's five branch libraries. In addition, the Notice and Application were sent to the Huntington Beach Chamber of Commerce and Conference & Visitors Bureau. Applicants were interviewed by Council liaisons to the Historic Resource Board, (Councilmembers Joe Carchio and Jill Hardy), and City Clerk Joan Flynn.

It was evident during discussions with the applicants, the City had the opportunity to take the Historian position to another level. The role of City Historian would be better facilitated by two individuals, each with areas of specialized education and experience.

It was determined that the applicant Jerry Person, with his 12-year history as a columnist, Founding Member of the Historic Resources Board, and Life Member of the Huntington Beach Historical Society, would successfully meet the criteria of City Historian. It is envisioned that Mr. Person would be responsible for keeping the oral and written history of the City.

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It was further determined that applicant Joel Watkins, with a Degree in History and experience as Database Administrator for companies as diverse as Disneyland Theme Park and the United States Marine Corp., would complement the position of City Historian perfectly as the City Archivist. It is envisioned that Mr. Watkins would be responsible for the history-based view of records, photographs, articles, and artifacts and would have the technical skills to image, identify and store records for future generations. Both candidates have concurred that the two roles would create a synergistic working relationship and would be of benefit to the City of Huntington Beach.

After discussions with candidates, Councilmembers Jill Hardy, Joe Carchio and City Clerk Joan Flynn, arrived at the unanimous consensus to recommend Jerry Person as the new City Historian, and Joel Watkins as the Assistant City Historian/Archivist to a four-year term, renewable by the City Council.

Environmental Status: Not applicable.

Strategic Goal: Engaging the Community.

Attachment(s):

City Clerk's Page Number	No.	Description
Ц	1.	Application of Jerry Person
il	2.	Application of Joel Watkins

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APPLICATION FOR APPOINTMENT CITY HISTORIAN

(Please type or print clearly)

NAME JERRY W. PERSON	DATE: 8-6-2007
OCCUPATION: <u>ADMINISTRATIVE</u> ASSISTANT, HOME ADDRESS	NEWSPAPER COLUMNIST, DOCENT BUSINESS ADDRESS
PHONE	PHONE
EDUCATIONAL BACKGROUND	
HIGH SCHOOL GRADUATE	
PROFESSIONAL LICENSES AND/PR ASSOCIATIONS	
/V0 Y [=	
PROFESSIONAL EXPERIENCE	<u> </u>
FOUNDING MEMBER HISTORIC RESOURCES	LIFE MEMBER H.B. HISTORICAL SOCIETY
PAST REPRESENTATIVE PIER DESIGN COMMITTE	E MEMBER BOARD OF TRUSTEE NEWLAND HOUSE
25-YEAR DOCENT NEWLAND HOUSE MUSEUM	
12-YEAR HISTORY COLUMNIST H.B. INDEPE	NDENT
PAST REPRESENTATIVE GENERAL PLAN UP	
PAST REPRESENTATIVE DOWNTOWN SURVEY	

SPECIAL KNOWLEDGE OR SKILLS (as it relates to City Historian)			
30+ YEAR RESIDENT OF HUNTINGTON BEACH AND FORMER OWNER OF BEACH ANTIQUES			
DURING WHICH I HAVE MET MANY LOCAL INDIVIDUALS WHO SHAPED OUR HISTORY.			
HAVE WRITTEN OVER 600 COLUMNS ON OUR CITY'S PEOPLE AND EVENTS			
CIVIC AND/OR SERVICE MEMBERSHIPS			
HUNTINGTON BEACH HISTORICAL SOCIETY - LIFE MEMBER			
CIVIC INTERESTS			
TO COUTINUE TO EDUCATE THE NEWER RESIDENTS TO THE RICH			
HISTORY THAT HUNTINGTON BEACH HOS SEEN IN ITS 100 YEARS.			
SUPPLIED HISTORICAL MATERIAL FOR THE BOOK "H.B. GEM OF THE SOUTH COAST BY DIANN MARSH.			
AVAILABILITY (DAYS & TIMES)			
MOST ANYTINE WEEKDAYS			
HOW WILL YOUR QUALIFICATIONS BEST SERVE THE COMMUNITY IN THIS POSITION?			
AS A LONGTINE RESDENT I HAVE GAINED THE KNOWLEDGE OF FROM FIRST			
HAND OF MANY OF THE EVENTS AND STODIES FROM OTHER LONG TIME RESIDENTS			
THAT ARE NOT FOUND AMY PLACE ELSE,			
WHY DO YOU WISH TO SERVE AS VOLUNTEER CITY HISTORIAN?			
TO CONTINUE TO EDUCATE PEOPLE ABOUT OUR RICH HERITAGE.			

It is the policy of the City Council to make appointments based upon the interests and qualifications of each applicant. Selection will be made without discrimination based on the race, creed, gender, or sexual orientation of the applicant.

Additional information is available from the City Clerk.

This application should be returned to the City of Huntington Beach, City Clerk's Office, P.O. Box 190, Huntington Beach, CA 92648 or in person to the City Clerk's Office on the 2nd Floor of Huntington Beach City Hall, 2000 Main Street (at Yorktown) by Monday, August 6, 2007 at 5:00 PM.

City of Huntington Beach SUPPLEMENTAL QUESTIONNAIRE



CITY HISTORIAN

Your answers to the questions below, along with your application, will be carefully reviewed by a screening committee to assess your qualifications for this position. In addition to the content of your responses, writing skills will also be evaluated when reviewing your application materials.

Your answers should be submitted \underline{typed} on 81/2" x 11" paper. Sign and attach this sheet along with the response pages to your application, then submit by the closing date of Monday, August 20, 2007 at 5:00 PM in the Office of the City Clerk.

Applications submitted without a completed Supplemental Questionnaire will be not considered

- 1. Describe your training and knowledge of utilizing archival methods for artifacts and digital images.
- 2. Describe your overall philosophy of how you would deliver "quality customer service" while working in the City Clerk's Office. Also include any community outreach you would plan for your role.
- 3. Describe your experience directly related to research projects for which you were responsible that would be required of the City's Historian.
- 4. Demonstrate your knowledge of the City's history by writing an essay on the topic of your choice (no longer than two typed pages, including 1" margins and no smaller font than 12 pt.).

NAME (Print): JERRY PERSON	Last 4 digits of SSN#
I affirm with my signature below that my responses to the true and correct to the best of my knowledge. I understand attach this Supplemental Questionnaire and responses with disqualification.	d that falsified information, or failure to
SIGNED:	DATE: 8-6-2007

Supplemental Information

- 1. In regards to the training and knowledge of using artifacts and digital imaging, I have utilized computer programs from the scanning to the material entered into a database for recovery when necessary. This first part is fairly simple, but the information must also be cross-referenced to other events, places or people in the database that can be very time consuming. I have utilized computer-imaging programs (Photoshop, etc.) in repairing damaged photos for several projects for the past 14 years. I have been employed for the past 21 years at the oldest Farmers Insurance Agency in Huntington Beach responsible for filing of insurance documents and other classified insurance information.
- 2. My philosophy in regards to Huntington Beach history has been and continues to be to enlighten the general public to the rich heritage to be found in Huntington Beach through oral, written and other types of media. I have tried to convey many of the important events that have occurred throughout our history as well as the people whose lives have shaped the destiny of our city. In the past 25 years I have tried to inform the public as docent of the historic Newland House Museum of the history this pioneering family has had on the city's early development. For the past 12 years I have tried to reach many more people through a weekly history column in the Huntington Beach Independent on the people and events that would have been forgotten in time and in a small measure demonstrated the importance these people and events played in the city's history.
- 3. My experience related to research projects include answering the many historic questions asked by visitors while on tour of the Newland House about our city past. I have served as the historic representative on the city's Pier Design Committee, the city's General Plan Update Committee, and the city's Downtown Historic Survey and was a founding member and served as chairman of the city's Historic Resources Board.

THE MYSTERY OF THE TOWER TUBE By Jerry Person

For my essay I have chosen a part of Huntington Beach High's rich history, a 41-year-old mystery that occurred on May 2, 1966.

School Principal Woodrow "Woody" Smith stood outside the school's 13-story bell tower and noticed something has been added for now the 125-foot tower was sporting a "halo" around its center spiral.

Weeks before three Huntington High seniors were sitting inside a Main Street garage discussing their upcoming graduation and how to make this one memorable.

In those days it was not uncommon for graduating classes to try to "up" the last graduating class with an even better prank and as they talked, a plan was coming together, something that would be talked about for years to come.

Their plan was to put a "halo" or aircraft inner tube around the tower.

At first they thought of using a helicopter but that was too noisy and costly and so they discussed using a weather balloon filled with helium.

The three purchased a war surplus weather balloon and a tank of helium to fill it.

They ran a hose from the tank to the balloon and opened the valve fully only to discover to their horror a lesson in physics that when you release a gas all at once it cools and so did the rubber, cracking it in several places.

The three seniors- Mike Biondi, Mykal "Mike" DeBusk and Mike Jewett purchased another balloon from Bill's Tire on Fifth Street, an old one they had around the shop and this time they slowly added the gas.

Rick Ellis joined the others and the group took some butcher paper they got from Don Minnie's Meat Market and cut out the words "Class of '66" which they pasted on the face of the inner tube.

Three ropes were tied to the balloon with each boy with rope in hand taking a position around the auditorium they eased the balloon slowly into the air with the inner tube fastened to one of the ropes with string so it would break easy and would slide down onto the tower.

Under the cover of darkness the three Mikes entered the school grounds with their balloon, inner tube and ropes.

Their first try resulted in the tube missing its mark and it landed on the roof and slid to the edge and stopped.

If it had hit the ground it would have bounced into the next block and out of sight.

Retrieving the tube the three made a second try and this time the tube slid right down the tower face while the balloon floated away dangling a flashlight with a bright white light on one end and a flashing red light on the other.

For over a month the news media covered the event from coast to coast while school and city officials tried to figure out how to get it down.

Dave Smith tried using his 22 cal. rifle to pop it and the Costa Mesa Fire

Department was called in to use their 100-foot ladder truck, but it was still 25 foot short

so firefighter Rulon Hatch climbed out onto a parapet and pulled himself up onto a ledge

where using a knife tied to a pole he was able to cut the tube into pieces in a two hour

operation with part of it going to the school and part to Costa Mesa Fire Department.

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APPLICATION FOR APPOINTMENT CITY HISTORIAN

(Please type or print clearly)

NAME Joel Watkins	DATE: Aug 6th, 200	>7-
OCCUPATION: Programmer / Data	Qualyst BUSINESS ADDRESS	
PHONE	PHONE	
EDUCATIONAL BACKGROUND		
AA Liberal Studies - Filler	ton Ir College	
AA Liberal Studies - Fillers BA History - Cal State Fill	, de	
J		
PROFESSIONAL LICENSES AND/PR ASSOCIATIONS		
PROFESSIONAL EXPERIENCE		
See attached Resume		N
		P E C
		0 T
		1: 39

SPECIAL KNOWLEDGE OR SKILLS (as it relates to City Historian)			
In depth Knowledge of computers, data analysis, and reporting			
CIVIC AND/OR SERVICE MEMBERSHIPS			
Hove coached for Polinwood Little lengue, ABGirls Softball, and AYSO Reg 143 For the post two years, as well as been a Southlooder also lead sunday school at Oshary Chapel Harrigton Beach CIVIC INTERESTS			
AVSO leg 143 For the post two years, as well as been a smoot border			
also lead sunday school at Oshary Chapel Hartiston Beach			
CIVIC INTERESTS			
AVAILABILITY (DAYS & TIMES)			
Generally open I am sett employed			
HOW WILL YOUR QUALIFICATIONS BEST SERVE THE COMMUNITY IN THIS POSITION?			
I will boring a wealth of computer knowledge, costoner service and analytical ability to the position			
WHY DO YOU WISH TO SERVE AS VOLUNTEER CITY HISTORIAN?			
I live here. I won't to be a port of and know the community I am in. I believe I can give port back to the city. I love history			
L			

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Joel C Watkins

Technical Knowledge

Operating Systems	Applications	Languages	Reporting
Microsoft NT 4.x & 2000 Windows 9x, 2000, XP	MS-Office Professional Business Objects MySql	VB6/.Net/VBA T/SQL HTML	Crystal Reports 7-Xi Report Smith VB Data Report Excel

Professional Experience

The Lending Connection, Costa Mesa, CA Business Analyst / Empower Programmer

5/05 to 7/07 ·

Provide the company ownership with both reliable and useable data in order to validate business decisions. Responsible for the creation of reoccurring and ad hoc reporting using Crystal Reports. I retrieved and analyzed information from multiple data sources. Conduct analysis relating production (sales), HR, and accounting data. I have been brought in as an expert in Crystal Reports and Data Mining to help develop the reporting piece of customized Empower software. Conduct edits and coding on Empower using Empower script.

New Century Mortgage Corp, Irvine, CA Human Resources Information Systems Analyst

6/04 to 3/05

Performed as the focal point of all HR data in the company at all levels. Responsible for the creation of reoccurring and ad hoc reports using Crystal Reports, SQL, and MS Query. I retrieved and analyzed information from multiple data sources (to include: Oracle, MS, and flat files) Conducted analysis relating HR, accounting, and production (sales) data. Functioned as the Sys Admin for both the ADP and Ceridian applications. Instrumental in the development of auditing procedures. Originally a short-term temp position, I was brought in FT/Perm in order to add technical expertise and assist with the transition between ADP and the various incarnations of Ceridian. I acted as a focal point directing the migration of their reporting systems on to the latest version of Crystal Reports. Instrumental in the implementation of various software projects as a team lead.

United States Marine Corps Reserve, Camp Pendleton, CA Logistics Specialist / Data Analyst

12/02 to 02/03

Responsible for the preparation and maintenance of various reports which where drawn from several differing sources. The data was taken directly from the databases and through a web-based system for the ALPS, CAMS, ICODES, and C2PC software. All of these programs tracked the movement of personnel and equipment. Tasked with the creation of ad-hoc reports in Access and Excel and presentations to senior levels of command primarily in PowerPoint; Involved in "hands on" logistics preparations while loading and unloading cargo ships, planes, and trucking.

Watkins' Consulting, Fullerton, CA Application Developer / Business Analyst

9/99 to Present

Analyze and define business system requirements for clients. Purpose system architecture and solutions; Evaluate and prioritize client's needs. Create both front and back end software applications utilizing various development tools. Developed a variety of custom VB6 / Access / SQL7 applications; Utilize ASP, HTML, Crystal Reports v7 to 11, Windows 95 thru XP and NT; Wrote Test Scripts for a web application. Document current business processes. Working with various relational database sources including (MS SQL, DB2, Oracle) I defined structure and organized content in order to provide ease of use and quick access to logical data.

LoanServ

10/99 to 10/04

I developed a custom software application to track and maintain loan account information from origination to pay-off. Developed a database design and custom user interface to include payment processing, interest and amortization tables, reserve and impound disbursements, and ACH transactions. Developed a large variety of detailed reports using Crystal Reports v8.5. Documented and conducted SQA testing. Created an interactive help file and training manual. Continued to maintain this application and its reporting components directing the migration on to the current versions of the software and performing updates. Including the test and use of a DB2 connected version, a MS SQL Server version, and Crystal Reporting updates to v11.

Washington Mutual

6/01 to 10/01

Working on a web based Loan Origination and Tracking software for the commercial lending division. I defined testing requirements, reviewed legacy software, wrote test scripts, maintained bug tracking, documented testing process, and conducted system testing. I was instrumental in their migration from previous systems on to more current and flexible software.

KaltySalios Sales, Huntington Beach, CA Project Manager

2/00 to 1/01

Acted as a liaison between Corporate Management Team outsourced Software Development Company, Network Administrations, and End Users groups; developed and maintained documentation on business processes, wrote technical specifications, and end user manuals. Managed the development of several custom applications to include extensive programming and database design; implemented and customized "out-of-the-box" accounting software; supervised a junior programmers; advised management team on workflow processes.

Toshiba – Disk Products Division Irvine, CA Account Support Representative/Database Administration

9/98 to 9/99

Working with MS-Windows 98 & NT, Access 97, Lotus Notes, ASI Software, VBA, and Various Internet Applications; designed and maintained a database for use as a Data Mining Tool. I conducted download of queries off of ASI and Oracle. I coordinated activities between Marketing, Sales, and Logistics Depts. Supported Eastern Regional Sales with Multi-National, OEM, VAR, and Disty Accounts; managed Just-In-Time inventory via Internet w/IBM in Mexico. Oversaw worldwide account needs for Hewlett Packard. Maintained tracking and provided reports as necessary. Issued credit / debit memos to adjust invoicing; maintained extensive interpersonal communication with large clients over the phone, via email, and in person.

•	3/98	to 9/98	Caliber Collision Centers (Snelling Personnel Services), Costa Mesa, CA
	1/93	to 1/98	United States Marine Corps, Camp Pendleton CA
:	5/92	to 11/93	Disneyland Theme Park Anaheim CA
	1/90	to 4/92	Silo, Inc Fullerton CA
•	9/89	to 9/93	LoanServ, Orange CA

Education

California State University, Fullerton Bachelor of Arts in History, January 1998



CITY HISTORIAN

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- 4. Demonstrate your knowledge of the City's history by writing an essay on the topic of your choice (no longer than two typed pages, including 1" margins and no smaller font than 12 pt.).

NAME (Print): Joel Watkins	Last 4 digits of SSN#
I affirm with my signature below that my responses true and correct to the best of my knowledge. I und attach this Supplemental Questionnaire and respondisqualification.	lerstand that falsified information, or failure to
SIGNED:	DATE: Ang 6th 2007

City Historian - Supplemental Questionnaire Joel Watkins

- As a History major in college I was trained to organize, categorize, and store
 information with ease of future access in mind. I took Physical Anthropology and
 several semesters of Archaeology lab classes which trained me to handle gathered
 artifacts. I have worked in the IT field since the mid 1990's and have a good working
 knowledge of various digital storage choices. My focus in IT has been data mining
 and database reporting.
- 2. I have served in many volunteer positions and have learned that you should never expect to be appreciated for your efforts but you should perform your tasks because you enjoy doing it. My overall philosophy will be that it is a privilege and a trust given to me to fill this role and I would do my best to live up to the expectations of the position without a since of entitlement. In my time here in Huntington Beach I have become fascinated with the city and the people of this city. There is a distinct culture to HB and it's people; which being unknown to many and unconscious to most can be traced back to the earliest days of the city. I believe that this culture is truly evident when you talk with the people of the city and get their stories. In light of this, I would launch a citywide oral history project to capture the myriad of interwoven personal stories. This project would include a web-based system to gather short stories and biographies from the populace in general and also direct interviews with long time residents. The information to be edited and complied into a coherent set of volumes. Many of the stories and pieces of the stories could be published in local papers and periodical. I would also reach out to the schools and offer lectures on the various periods of the city's history. I would avail myself to classroom and assembly style presentations in order to involve the students in the richness of their city's heritage and develop a stronger since of community.
- 3. On a personal level I was elected by my siblings and am currently working to document my families history. I have been presented with numerous pictures and documents to cataloged and duplicate in order to provide access to all the family. I have also begun to research and report on the more distant origins and stories of our family history. In a business sense, it is my profession to gather and arrange storage for large amounts of data, to analyze the data and make logical conclusions, and to present the data in easy to access and understand formats.
- 4. I have just begun my research into this city and don't have all the details and insight that others may now hold, but I have a interest if not a passion to explore and find out more about the place where I live; the place where I plan to raise my children. One area of the city's past and one story in particular currently interests me, that is the story of the encyclopedia lots and a mister Metzler who reportedly traced down several of the certificates issued with the sale of the books and redeemed them for a substantial amount of land. I believe that the area he obtained still has a street bearing his name.